



PEACE CORPS - INDONESIA

POSITIONS ANNOUNCEMENTS

The United States Peace Corps program in Indonesia seeks qualified and motivated candidates for the following positions in SURABAYA. Peace Corps Indonesia is a U.S. government agency partnering with the Government of Indonesia in the areas of technical cooperation and cultural understanding between the two countries. Peace Corps brings volunteers from the United States to work at Indonesian schools to assist in the development of English language instruction and undertake other technical cooperation projects. Our first Volunteers have arrived in March and are currently working in schools throughout East Java.

Position	Administrative Assistant – Finance
Division/Department	Finance
Location	Surabaya, Indonesia
Reports to	Administrative Officer

Full Performance Starting Remuneration Per Annum: Rp 91,768,705 plus Idul Fitri bonus, retirement/severance payment, and health benefits

STATEMENT OF WORK (SOW)

GENERAL DESCRIPTION

Under the supervision of the Administrative Officer, and in coordination with the Finance Assistant and Cashier, performs functions to support the financial operations of Peace Corps Indonesia. Processes financial transactions and maintains financial records.

Payment Processing

- Verifies accuracy and completeness of vendor invoices and receipts.
- Processes payment requests in financial system for both cash and EFT payments, generally on same day received.
- Submits complete EFT payment documentation to PC headquarters for approval.
- Maintains complete and organized financial records of all payment transactions.

Vendor Records

- Gathers and verifies payment information for new vendors.
- Submits requests to PC headquarters to add new vendors to the system.
- Maintains log of vendors whose operating name differs from the name of their bank account.

Billing

- Serves as "Billing Officer." Records all payments owed to PC in financial system.
- Distributes billing notices to all debtors.
- Maintains log and file copies of all payments created and cancelled.
- Monitors all billings not paid within 5 days and informs Administrative Officer of status.

Other Financial Duties

- Prepares various financial reports required by PC headquarters or for internal use.
- Handles Financial Assistant responsibilities in cases of absence or overflow, particularly in recording obligations for approved goods and services.
- Backs up Cashier in creating Travel Authorizations and making travel arrangements for staff.

Other

- Collects data from Volunteer surveys (Living Allowance, Settling-in Allowance, etc.) and compiles, analyzes and presents results to the Administrative Officer. Conducts market basket surveys as directed by the Administrative Officer.
- Performs other duties as assigned according to Peace Corps Indonesia's needs.

SAFETY AND SECURITY SUPPORT

- Provides safety and security support to PC Volunteers and staff and assists in MS 270 regulations compliance.
- May act as duty officer to support PCVs during emergencies on a 24/7 basis on a rotating schedule with other staff.

LEVEL AND EFFORT

- Performs duties at assigned Post during a 40 hour work week. Will be required to travel on an overnight basis as needed to support PCVs and PC events. May be required to work outside of or in addition to normally scheduled hours to support PCVs and fulfill other post requirements. May participate in in-country or out-of-country trainings provided to PC staff.

OCCASIONAL MONEY HOLDER

Position	Administrative Assistant – Finance
Division/Department	Finance
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- The PSC may be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be required to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.

WORK EXPERIENCE REQUIREMENTS AND QUALIFICATIONS

- ☐ **Experience:** At least three years of experience working in accounting or finance, preferably including experience with an international organization. Should include experience in maintenance of files and other administration. Preferably, some previous experience in public relations.
- ☐ **Languages:** Fluent in Bahasa Indonesian and English.
- ☐ **Knowledge, Skills, and Abilities:**
 - Knowledge of basic principles of accounting and financial control
 - Knowledge of Peace Corps' philosophy, goals, and policies
 - Organization skills and abilities, including the ability to maintain accurate and clear files and documentation
 - Ability to use computers, including the Microsoft suite of software, and the ability to learn new programs
 - Ability to act with diplomacy and tact with staff, PCVs, Trainees, community members and members of government while also upholding policies and procedures

EDUCATION REQUIREMENTS

- University/college degree required, preferably in accounting, finance, or administration

Qualified and interested candidates should send a description of their qualifications and CV by e-mail to jobs@id.peacecorps.gov ASAP. In subject area, state position for which you are applying. Interviews are currently being conducted and will continue until the position is filled.